



## Request for Proposals (RFP)

*RFP 2020-001*

*“Webb County Botines Fire Station Fencing Project”*

**Due: November 13, 2019 at/or before 10am**

**Notice** is hereby given that, Webb County is seeking to solicit Requests for Proposals (RFP) for the installation of approximately 1,750 linear feet of new ornamental fencing at the Webb County Los Bontines Fire Station located at 126 San Juan Road, Laredo, Texas 78045, off Hwy 83 North, Scope of Work includes but is not limited to the installation of a 6' high ornamental fence surrounding the perimeter of Los Botines Fire Station, successful offerer will be responsible for removing any existing brush if required where fence line is to be installed, daily clean up and haul off of any debris from worksite, assembly and installation of all fencing materials required to complete job to include all necessary equipment needed to perform the requested goods and services required by this RFP. The award of this request for proposal shall be made to the responsible offeror whose proposal is determined to be the best-evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as set forth in the request for proposal. This formal solicitation will comply with the Texas Local Government Code, Section 262.030 (Alternative Competitive Proposal Procedure for Certain Goods and Services.)

The accompanying RFP with its terms, conditions, attachments and all other forms in this RFP package are due by or before 10 a.m. (Central Time) on, November 13, 2019. ***RFP received after the due date and time will not be accepted.*** All RFP meeting the required deadline will be read publicly at the following location in accordance with Webb County Purchasing Policies and Procedures:

Webb County Purchasing Department  
1110 Washington St., Ste. 101  
Laredo, Texas 78040

This RFP solicitation can be viewed at the following online address. Interested firms may submit their proposals by registering on Webb County's eBid site and uploading their file to our Response Attachment Tab. Should anyone need assistance please contact Mr. Juan Guerrero, Contract Administrator at (956) 523-4125.

<https://webbcountyebid.ionwave.net/Login.aspx>



*Webb County reserves the right to reject any and all RFP, to waive informalities in the RFP process, or to terminate the RFP process at any time, if deemed in the best interest for Webb County.*

**THIS FORM MUST BE INCLUDED WITH RFP PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFP PACKAGE AND SIGN BELOW TO COMFIRM SUBMITTAL OF EACH REQUIRED ITEM.**

***RFP # 2020-001***  
***“Webb County Los Botines Fire Station Fencing Project”***

☐ Proposer Information

☐ Proposed Pricing Sheet

☐ Conflict of Interest form (Form CIQ)

☐ Certification regarding Debarment (Form H2048)

☐ Certification regarding Federal lobbying (Form 2049)

☐ Code of Ethics Affidavit

☐ Proof of No Delinquent Tax Owed to Webb County

\_\_\_\_\_  
*Authorized Signature of Person Completing this Package*

\_\_\_\_\_  
*Date*

## Table of Contents

1. Scope of Work.....	pg. 4
2. Project Location .....	pg. 4
3. Disclosure of Porposals. ....	pg. 4
4. Pre-proposal Site Visit.....	pg. 4
5. Instructions to Proposers .....	pg. 4-5
6. Conflict of Interest.....	pg. 5
7. Texas Ethics Commission Requirement Notification.....	pg. 5
8. Code of Ethics .....	pg. 5
9. General Conditions .....	pg. 6
10. RFP Evaluation .....	pg. 6
11. RFP Evaluation Team .....	pg. 6
12. Proposal Schedule .....	pg. 7
13. Special Accommodations .....	pg. 7
14. Proposer Information .....	pg. 8

## **1. Scope of Work**

Scope of Work includes but is not limited to the installation of a 6' high ornamental fence surrounding the perimeter of Los Botines Fire Station, successful offerer will be responsible for removing any existing brush if required where fence line is to be installed, daily clean up and haul off of any debris from worksite, assembly and installation of all fencing materials required to complete job to include all necessary equipment needed to perform the requested goods and services required by this RFP.

- Supervision
- Equipment
- Daily clean-up and haul-off debris
- Dig new holes for new fence posts
- Pour new concrete at each post
- Provide and install 6' high ornamental fence panels (approx. 1,750 lf.)
- Panels to be 6' high x 8' long with ½" pickets, 1 ½" top and bottom rails and 3" square tubing post
- Assemble 8' panels on site
- Fence panels to be primed and painted.
- No gates are included in this proposal
- Remove any existing brush and trees if required where fence line is to be installed
- Permit Fees

## **2. Project Location(s)**

Los Botines Fire Station  
126 San Juan Road  
Laredo, Texas 78045

## **3. Disclosure of Proposals**

Request for Proposals shall be opened to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be available and open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

*During the public opening of proposals in accordance with request for proposal scheduled (Section ) the name of proposer, and the date/time submitted will be read aloud and into the record. No pricing or other contents will be disclosed at this time as permitted by law under the Texas Local Government Code, Section 262.030 (c.)*

## **4. Pre-Proposal Site Visit**

A pre-proposal site visit will be held on Friday November 1<sup>st</sup> at the Webb County Los Botines Fire Station located at 126 San Juan Road, Laredo, Texas 78045 (Off Hwy. 83 North). **This site visit is not mandatory but all interested parties are encouraged to attend.**

## **5. Instructions to Proposers**

- a) Your proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the terms and conditions of this proposal.
- b) Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete offer are not desired. Legibility, clarity, and completeness are much more important.
- c) Your proposal must be signed by an official authorized to bind your company or as an individual contractually and must be accompanied by a statement to the effect that your offer is firm for a period of not less than 60 calendar days after the closing date of Request for Proposal.

- d) Proposer must provide all information required by the forms attached to include all corresponding documents required by Webb County Purchasing Agent.
- e) County has the right to negotiate with offerors before award for the purpose of obtaining best and final offers.
- f) Proposer must provide total number of years of relevant experience with fencing projects of similar scope and size of work listed in this request for proposal.
- g) Proposer must list at minimum five (5) or more jobs completed of similar scope and size. Listing must include a contact name and phone number to include total project cost and name of entity/company work was completed for. Listed jobs must have been completed in the past three (3) years.
- h) Proposer must provide a detailed statement of warranty being offered for labor and parts. To include any manufacturer's warranty.
- i) Proposer shall provide an estimated time of completion after Notice to Proceed is authorized by Webb County.
- j) Proposer shall list all certifications/trainings completed that would substantiate proposers qualifications as it pertains to the scope of work listed in this RFP.

#### **6. Conflict of Interest**

The contract or contracts in this solicitation are subject to Texas Govt. Code Sec. 2261.252(b), which prohibits the Webb County from entering into contracts with certain private vendors in which certain Webb County officers and employees have a financial interest. Each respondent shall include in its proposal a statement that it is not prohibited from entering into a contract with Webb County as a result of a financial interest as defined under Texas Govt. Code Sec. 2261.252(b).

A conflict of interest may involve conflicting incentives with regard to the firm as a whole, or any employee. The conflict may arise between the provider's work under a contract entered as a result of this solicitation and a relationship involving Webb County, a construction contractor, another engineering firm, a materials testing firm, a third party affected by the project, a sub provider for any other consultant or contractor, or any other entity with an interest in a project on which work is performed under a contract entered as a result of this solicitation.

#### **7. Texas Ethics Commission Requirement Notification:**

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

A signed and notarized Form 1295 shall be tendered to Webb County by providers selected to receive a contract prior to contract execution. Webb County will not evaluate the information provided, or respond to any questions on how to interpret the Texas Ethics Commission's rules. For additional information, please reference the Texas Ethics Commission webpage at: <https://www.ethics.state.tx.us/tec/1295-Info.htm>

## **8. Webb County Purchasing Code of Ethics Policy**

The County of Webb will ensure that it will promote and enforce proper ethical conduct by all Vendors, Procurement Officials, Elected Officials and County employees directly or indirectly involved in the procurement process. All vendors wishing to participate in any solicitation must sign and notarize the affidavit form included as part of this solicitation package and upload with your electronic submission. ***Failure to submit form will disqualify your bid or proposal package from being considered.***

The **Ethics Policy** can be viewed at the Webb County Purchasing Agents website listed below for vendors to read prior to signing and submitting the affidavit form.

<http://www.webbcountytx.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>

The Webb County Purchasing Board approved the Code of Ethics policy on April 19, 2018 and adopted by the Webb County Commissioners Court on May 14, 2018.

When responding to an Active Solicitation, Vendors shall be required to disclose donations and campaign contributions by the Vendor or any individual or entity acting on the Vendor's behalf to the Purchasing Agent or his designee made within six (6) months prior to the date of the Active Solicitation. ***Failure by a Vendor to accurately disclose such contributions may result in the Vendor's disqualification, debarment, or contract voidance as per Section 18 of the Ethics Policy.***

## **9. General Conditions**

Interested proposers shall familiarize themselves with conditions relating to the scope, specifications, and restrictions regarding the execution of work to be performed under the contract. It is the proposer's responsibility to obtain any additional information it deems necessary to submit in its RFP proposal, as well as in the performance of the contract. Information contained in this document should not be considered all-inclusive.

*See attachment "B" General Conditions for Webb County Construction Contracts.*

## **10. RFP Evaluation Scoring Criteria**

*RFP will be evaluated as follows:*

- |                               |           |
|-------------------------------|-----------|
| ▪ Price                       | 20 points |
| ▪ Qualifications of firm      | 25 points |
| ▪ References                  | 20 points |
| ▪ Prior Work (list 5 minimum) | 35 points |

The evaluation committee may conduct the following tasks but is not an all-inclusive list of tasks that may be conducted by scoring committee:

- Review all RFPs received for compliance with RFP terms and conditions.
- Prepare a comparative summary of proposals.
- Prepare a preliminary ranking of RFPs using a quantitative method based on the criteria presented in the RFP document and other criteria as directed by committee.
- Request clarification from proposers.
- Submit individual scores sheets to the Purchasing Agent.

## **11. RFP Evaluation Team**

The following Webb County employees are involved in the evaluation process for this procurement:

- Mr. Guillermo Cuellar, Assistant County Engineer
- Mr. Jose Luis Neira, Road and Bridge / Building Director

Note: Do not contact these individuals about this solicitation during the restricted contact period. The restriction includes members of the Governing Body. [Please refer to our Purchasing Ethics Policy Section 6 \(Restricted Contact Period\)](#).

## **12. PROPOSAL SCHEDULE**

<b>Activity</b>	<b>Time</b>	<b>Date</b>	<b>Responsible Party</b>
Public Notice/Newspaper	n/a	Oct 30 <sup>th</sup> , Nov 6 <sup>th</sup>	Webb County
Posted RFP on Website	n/a	Oct 25 <sup>th</sup> - until awarded.	Webb County
Pre-proposal Site Visit	9am-11am	Nov 1 <sup>st</sup>	Webb Co./Proposer
Deadline for Questions	No later than 5pm	Nov 4 <sup>th</sup>	Proposer
Posting of Answers	No later than 5pm	Nov 5 <sup>th</sup>	Webb County
Sealed RFP public opening	10am	Nov 13 <sup>th</sup>	Webb County
Evaluation of Proposals	TBD	TBD	Scoring Committee
Award by Governing Body	TBD	TBD	Commissioners Court
Project Start Date	TBD	TBD	Webb County/Proposer

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*Footnote: County reserves the right to adjust time and dates on above projected schedule if it is in the best interest for Webb County.*

## **13. Special Accommodations**

To request special accommodations pursuant to the Americans with Disabilities Act (ADA), please notify the contact shown below, a minimum of 48 hours prior to a scheduled meeting.

Mr. Juan Guerrero, Contract Administrator at 956) 523-4125 or email at [juguerrero@webbcountytexas.gov](mailto:juguerrero@webbcountytexas.gov)



### Proposer Information

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City and State \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Person Authorized to Sign:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

\_\_\_\_\_  
\_\_\_\_\_  
(Date)

**Note:**

*All submissions relative to these RFP shall become the property of Webb County and are nonreturnable.*

*If any further information is required, please call the Webb County Contract Administrator, Juan Guerrero, at (956)523-4125.*